

## Job Description



Job title:	<b>Business Skills Trainer Assessor (fixed -term contract covering maternity leave until November 2022 but could become permanent in the future as this is a rapidly expanding area for the business)</b>
Reports to:	Operations Manager
Hours:	Part-time, 3 full days a week
Salary:	£21,925 to £25,502 p.a. (pro-rata) depending on experience.
Start date:	September 2021
Location:	Based in Nottingham with travel in and around the East Midlands.

### Background

Access Training is a well-established leading training organisation working in and around Nottinghamshire, Derbyshire and Leicestershire. We provide a range of employment related training including Full Time Programmes, Apprenticeships, Adult Learning Loans and work experience opportunities for adults and young people from diverse backgrounds, that will enhance individuals' employment potential and qualifications. In our most recent Ofsted inspection in January 2020 we retained our "Good" rating and we are continuously developing and improving our provision.

In 2020 we were announced winners of the Education and Business Partnership Award at the East Midlands Chamber of Commerce Nottingham Business Awards and we have recently been short listed for the same award for 2021, for both Nottinghamshire and Derbyshire.

### Main purpose:

- Engage with employers to support learners throughout their training in Business Administration, Customer Service and Management L3 at a minimum (and higher level Management qualifications depending on competence and experience) by reviewing and assessing their progress and ensuring they attend appropriate off the job training.
- To meet the needs of learners from a wide range of backgrounds, ensuring they maximise their potential and achieve the skills, knowledge and competence required to succeed in their role and achieve a relevant qualification.
- To raise the achievement of all learners, reinforcing the company's high expectations of learners regardless of their level and results. To ensure that they have stretching targets which maintain their motivation, are focused on the challenges ahead and to encourage lifelong learning.
- To challenge all practices and procedures within own role and throughout the organisation, to contribute to and ensure continuous improvement and quality.

### Key responsibilities

- To work with learners and their host organisation to identify training needs and to produce and update Individual Learner Journeys.

- To prepare, develop and deliver outstanding and innovative lesson plans using ICT where relevant to meet the needs of a diverse range of learners and to design and to deliver group activities that motivate learners to aspire and achieve.
- To facilitate the necessary training for learners to achieve relevant qualifications and provide guidance, support and coaching.
- To review and record learners' progress in the work place and off the job, discussing and setting targets with the learner, the employer and others included in the learning process. To ensure the learners' progress is in line with the other components of their qualification and learner journey.
- To prepare and develop outstanding and innovative lesson plans using ICT where relevant to meet the needs of a diverse range of learners and to design and to deliver group activities that motivate learners to aspire and achieve and prepare to work.
- To complete the necessary paperwork to both the company standards and those required in our contractual obligations with the ESFA and other agencies. To keep accurate records of assessments, planning Internal Quality Assurance and other documentation required by awarding bodies.
- To work with learners in conjunction with the English, Maths & ICT Trainers towards the achievement of Maths, English and ICT qualifications.
- To utilise technology efficiently and effectively throughout the learner journey.
- To undertake duties for colleagues as and when appropriate.
- Ensure all aspects of Equality & Diversity within Business Skills qualifications are delivered and keep up to date by attending any training and updates of Business Skills legislation.

### **Other duties**

- To ensure that Equality and Diversity practices are embedded in practice and promoted throughout in everyday practices with learners, employers, colleagues and other interested parties.
- To contribute to the generation of new opportunities/business in general, ensuring that our provision reflects local communities.
- To keep up to date with changes and to take advantage of learning opportunities to develop skills, expertise and knowledge.
- To undertake any other duties/projects relevant to the post.
- To comply with Access Training's Equality Opportunity, Health & Safety and Safeguarding policies ensuring that any issues are handled and referred appropriately.

**NB. The above job description sets out the main responsibilities for this position but should not be regarded as an exhaustive list of the duties that may be required of the post holder.**

**Closing date: 8<sup>th</sup> August 2021**

## Business Skills Trainer Assessor Person Specification



### Applicants must have:

- Recent and relevant experience in Business Administration or Customer Service and Management / Team Leading
- An assessor award
- Recent assessing / teaching experience.
- A minimum of grade C Mathematics and English or Level 2 Functional Skills
- Own transport and a driving licence.

### The following are desirable:

- A Level 2 Business Administration / Customer Service qualification or above
- A Management qualification
- A relevant teaching qualification

### Applicants must be able to demonstrate the following competencies:

- The ability to assess, guide and support others. This will include supporting learners from diverse backgrounds, to maximise their potential, overcome barriers and gain apprenticeships or qualifications and to help jobseekers into work. It could also include dealing with difficult situations and at the same time providing help and support to learners and employers.
- Organisational skills. To plan, prepare and deliver quality programmes which ensure learners achieve within pre-determined timescales. To encourage and ensure others do likewise. Able to plan to ensure non-contact time is used efficiently and that record keeping is done on time.
- Excellent administration skills. Able to keep relevant records and supporting paperwork to the required standards. Able to make good use of IT during the assessment process, for recording learner journeys and when completing general administrative tasks. Able to come up with innovative ways of using IT in the assessment of learners.
- To communicate and operate within a wide range of professions and diverse environments in a professional manner. Able to communicate effectively with a wide range of people including learners, employers, awarding bodies, External Quality Assurers, ESFA, etc. Able to give feedback in an encouraging way. Able to write reports, letters, assessments etc., clearly and concisely with a good standard of English.
- Able to identify potential clients and sell our programmes using a variety of methods. Able to get results and increase business.
- Integrity; to ensure that the assessment process is carried out to the required standards and fully meets the awarding body criteria. Able to challenge unacceptable practice in a professional manner.
- An understanding and commitment to equality and diversity, safeguarding and health and safety.



## Conditions of Service

Post:	<b>Business Skills Trainer Assessor (fixed-term contract covering maternity leave until November 2022)</b>
Based in:	Nottingham with travel in and around the East Midlands.
Salary:	£21,925 to £25,502 p.a. (pro rata).
Start date:	September 2021
Method of payment:	Salaries are paid monthly, generally the 25 <sup>th</sup> of the month, into a Bank or Building Society of your choice.
Annual leave:	For full-time, 26 days per full year, of which management reserve the right to dictate when up to 4 of them will be taken (pro rata for part-time). Any holidays already planned will be honoured where possible – however, where they exceed entitlement, they will generally need to be taken without pay.
Hours:	Part-time, 3 full days a week.
Holiday year:	August to July.
Statutory/privilege:	8 days per year pro rata.
Probationary period:	Six months.
Sickness:	Access Training has a sick pay scheme, following the satisfactory completion of probation.
Travel	Access Training reimburses Casual Car User Allowance/Essential Car User Allowance and Bicycle User Allowance at the rate set by Access Training.
Disclosure & Barring Service	Posts in regulated activity with Access Training are subject to checks with the Disclosure & Barring Service and as such, this post will require a check.
Workplace Pension:	4.0% employee, 1.0% government, 3.0% employer.
Right to work in the UK:	Documentation required to check eligibility.